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DD/S&T 1514-66

26 APR 1966

MEMORANDUM FOR: Director of Computer Services
Director of Elint
Director of Research and Development
Director of Scientific Intelligence
Director of Special Activities
Director of Special Projects
Director of Foreign Missile and Space
Analysis Center

SUBJECT : Change in Format of Monthly Activities Reports

REFERENCE : 6 December 1965 DD/S&T Goal Paper,
[redacted]

25X1
1. To improve reporting procedures and data flow in relation to the new program structure, you are requested to structure your Monthly Activities Reports, commencing with the May report, along the lines of the DD/S&T Planning Structure as contained in reference. Office activities should be reported under categories, subcategories and elements as appropriate. Miscellaneous data which does not fit into such a format can be treated in a "general" section. Where a single programming subcategory covers most or all of an office's activities, as in the case of OSA and OSP, the relevant data should be reported along Program/Project lines.

2. Plans and Programs Staff, Room 6E46, will assist you in working out the new format. Please deal with [redacted] on any questions or problems that arise.
25X1

(Signed) [redacted]

O/DD/S&T/ [redacted] kfh (26 Apr 66)

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[redacted]
Executive Officer
Directorate of
Science and Technology

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